

# LGV

# LGV LIMOUSINES, LLC

## Affiliate Agreement

### (Company/Contractor Information)

Name of the Company \_\_\_\_\_ **EIN** \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

| Title | Name | Phone | Email |
|-------|------|-------|-------|
|-------|------|-------|-------|

|       |  |  |  |
|-------|--|--|--|
| Owner |  |  |  |
|-------|--|--|--|

|                 |  |  |  |
|-----------------|--|--|--|
| General Manager |  |  |  |
|-----------------|--|--|--|

|          |  |  |  |
|----------|--|--|--|
| Dispatch |  |  |  |
|----------|--|--|--|

|         |  |  |  |
|---------|--|--|--|
| Billing |  |  |  |
|---------|--|--|--|

|              |  |  |  |
|--------------|--|--|--|
| Reservations |  |  |  |
|--------------|--|--|--|

# LGV

## (Insurance Information)

### Insurance (For US only)

\*General Liability:      Yes \_\_\_\_\_ No \_\_\_\_\_

Aggregate Amount \$\_\_\_\_\_

\*Vehicle Liability      Yes \_\_\_\_\_ No \_\_\_\_\_

Aggregate Amount \$\_\_\_\_\_

### Insurance (International Only)

Please describe insurance coverage for Compulsory/Mandatory Insurance in Compliance with applicable by laws/regulations.

\*Comprehensive General Liability Coverage

Aggregate Amount \$\_\_\_\_\_

\*Vehicle Liability Coverage (including hired & non-owned vehicles)

Aggregate Amount \$\_\_\_\_\_

**\*Please attach all necessary documents for record keeping.**

# LGV

## (Operations & Fleet)

In what cities do you provide service?

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Can reservations be made 24/7? Yes \_\_\_\_\_ No \_\_\_\_\_

Are drivers available 24/7? Yes \_\_\_\_\_ No \_\_\_\_\_

Are drivers drug tested before hiring Yes \_\_\_\_\_ No \_\_\_\_\_

### **Fleet Information:**

How many vehicles is in your fleet? \_\_\_\_\_

Do you offer meet & greet? Yes \_\_\_\_\_ No \_\_\_\_\_ Fee \$ \_\_\_\_\_

Sedan (year, make & models) \_\_\_\_\_

SUV (year, make & models) \_\_\_\_\_

Sprinters (year, make & models) \_\_\_\_\_

Other (stretch limos etc.) \_\_\_\_\_

**Note: All vehicles require black interior and exterior. No exceptions!**



## (Affiliate Quality Standards Requirements)

### All LGV Limo Affiliates must agree to the following:

- Affiliate is required to maintain 24/7 dispatch coverage for all reservations.
- Affiliate must provide LGV Limo with emergency contact phone numbers that can be contacted, in case LGV Limo team cannot contact, in the event of an emergency.
- Affiliate will train all chauffeurs on the LGV Limo procedures.
- Affiliate must provide LGV Limo with an account manager.
- Affiliate must comply with rated vehicle capacities.
- Affiliate must track and update flight arrival times on all LGV Limo trips.
- Affiliate must notify LGV Limo in the event of any LGV Limo customer complaints involving the move.
- Affiliate must notify LGV Limo in the event a vehicle is involved in any accident or any other instance that the vehicle requires towing, resulting in delaying the passenger.
- Affiliate must report to LGV Limo in the event that the vehicle cannot arrive on location at the arrival time.
- Affiliate must immediately report any service issues to LGV Limo that would prevent service to the passenger (including, but not limited to: mechanical failures, road closures, double bookings, etc.)
- Affiliate must notify LGV Limo, with an ample amount of notice, of any special event that would limit vehicle availability, and/or change rates during the event period.
- Affiliate is to get approval from LGV Limo before releasing a vehicle, if no contact was made with the passenger.
- Affiliate must contact LGV Limo for approval if the passenger wishes to change or add an additional service (if requiring additional charges) other than what was scheduled. This includes if waiting time is added.
- Affiliate is to ensure that chauffeurs are properly licensed by the appropriate State DMV and local operation authorities.
- Affiliate is to review chauffeur Motor Vehicle Reports (MVRs) of driver history and driver license status.
- Affiliate drivers are to represent themselves as an addition of LGV Limo.
- Drivers are not to promote themselves or their primary transportation company.
- Drivers must be clean and well-groomed.
- Affiliate drivers are to be dressed in a black suit, white dress shirt, ties, and black dress shoes.
- Drivers will not smoke or eat in the presence of the customer.
- Affiliates are to make sure drivers carry a cell phone and/or a 2-way radio communication with dispatch.
- Affiliates are to ensure drivers do not solicit gratuities from customers.

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- Affiliates are to provide LGV Limo customers with current model, and impeccably clean vehicles requested by our customers.
- Affiliates are to ensure vehicles are non-smoking for all LGV Limo trips (unless requested differently by customers).
- Drivers are to be on pick-location 15 minutes prior to scheduled time.
- Drivers are to notify LGV Limo when 1. ON LOCATION 2. POB (passenger on board) 3. DO (drop off).

***LGV Limo appreciates your company for assigning your best driver to provide the ultimate care for our clients! LGV Limo promises to do the same for your company.***

***Please send us back this document with attached:***

- ***COPY OF DRIVER LICENSE***
- ***MVR 36 MONTHS***
- ***COPY OF INSURANCE/LIABILITY/VEHICLE***
- ***PERMIT/LICENSES/AIRPORT PERMIT (varies by state)***

**By signing you agree to the above requirements:**

Company Name \_\_\_\_\_

Applicants Print Name \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_



## How to submit your form back to us.

**We offer several ways to submit the form back to our office.**

1. The form can be dropped off at 749 E Comstock St, Phoenix, Arizona 85296
2. California: 5414 McCulloch Ave Temple City, California 91780
3. Print, fill out, scan and send the paperwork to [dispatch@lgvlimo.com](mailto:dispatch@lgvlimo.com)
4. Print, fill out and mail to 749 E Comstock St Phoenix, Arizona 85296
5. Please visit [LGVLIMO.COM/AFFILIATE](https://lgvlimo.com/affiliate) and upload your files directly. Please be sure to fill out first and last name and attach your phone number.

To further continue with our process, we must receive the following back:

1. Affiliate Agreement
2. W9 Form
3. Confidentially agreement.

**NOTE: In the event of vehicle break down please ensure a prompt notice of vehicle change to LGV Limousines.**